SECTION 3 – EXECUTION PROCEDURES

3.1 OVERVIEW

3.1.1 User Interface

S&M is available to operate in two different user interface modes: a graphical-user interface or GUI and a character-based user interface or CUI. When users log on to GCCS they are presented with the option of operating in either the GUI or the CUI mode.

The availability and decision as to which interface mode to use is generally based on the connectivity of the user to a server. The CUI interface has been principally designed to provide full functional capability to users at remote locations over lower speed communication lines that cannot efficiently handle the graphical application (4800 baud or lower).

3.1.2 Screen Navigation and Data Entry

3.1.2.1 Definitions.

- **Screen**. The term "screen" is used in this document generally to describe the main image presented to users on their monitors as they work in the application. The principal screens are titled and numbered (see Section 3-2).

- **Pop-Up.** A "pop-up" is an overlay on another screen and brought on to the screen by a user action. For example, pop-ups will appear whenever a "help" is intiated or as system messages. Pop-ups will vary in size form small message boxes to a full screen image. Users exit pop-ups by selecting one of the options listed on the pop-up. In addition, pressing the ESCAPE key will generally return the user to the original screen.

- **Active Fields**. An active field is a screen field in which you can enter data. Active fields are shown on the screen in grey or reverse-image. The determination of when a field is active is based on several factors.

  Some fields are never active and are for display only. For example, the Carrier ID on all screens, other than the initial add carrier screen is always inactive, and the data cannot be changed or deleted.

  Some fields are always active; for example, all data entry fields on the add aarrier screens are active.

  - Some fields are conditionally active and only become active when you make other entries on the screen. For example, the Providing Organizing (PROVORG) field and the Service field on carrier screens are generally active only if you have selected Organic carriers as a choice elsewhere on the screen.

- Some fields are activated by a user entered action code. For example, to modify or add information on some screens, you enter a C (for change) or A (for add) in an action field at the start of the line. Appropriate fields on that line then turn active.

- Some fields are initially active and then become inactive due to a procedural "lock-out". For example, a planned or scheduled itinerary line of information cannot be modified if there is actual/reported information for that itinerary leg or later legs in the itinerary.

- **Focus.** Your field location on the screen is called "focus". In the GUI application, field focus is indicated by a yellow or highlighted "focus" rectangle. In the CUI application, the position of your cursor identifies on which field you have focus. This manual uses the term, "to gain focus on a field" to mean to place the GUI focus rectangle or the CUI cursor into a specific field. With that action you then can begin to work in that field.

- **Toggles.** A toggle is a special field that provides you the capability to select or mark an item on the screen by switching (or "toggling") the field between an "on" and "off" position. In the GUI application, a toggle is a box. In the CUI application, a toggle is a single position field.

  - Toggle box (GUI). The toggle box is used in different screens when you have an option to select one or more items on the screen. A selected toggle box will appear as red or in a reverse color. Repeated toggling will alternately select and then deselect the box. To make the selection, click on the box with your mouse or place the focus on the box with your TAB key or ARROW keys and press your ENTER key or the SPACE BAR.

  - Toggle field (CUI). The CUI equivalent of toggle boxes are one-character fields that behave similarly to toggle boxes. When activated, these fields display an X in the field. To select a toggle field in the CUI, move to the field using the TAB or ARROW keys and press your SPACE BAR. The system will enter an X in the field to indicate that it is activated. Repetitive pressing of the SPACE BAR will alternatively select and deselect the toggle.

> **NOTE:** a toggle field in the CUI application has the appearance of a normal one character data field. However, you are able to type an entry into the data field, whereas the toggle field behaves as a "switch" and is turned on only by pressing the SPACE BAR.

3.1.2.2 Graphical User Interface (GUI)

3.1.2.2.1 GUI Screen Navigation. You move the focus around the screen by using either your TAB key, ARROW keys, or your mouse. The focus can be placed only on active fields on the screen.

TAB/SHIFT+TAB keys. Use the TAB key to move the focus sequentially through each active field; SHIFT+TAB (pressing both your SHIFT key and your TAB key at the same time) will

move the focus backward through each active field.

Arrow keys. Use the UP and DOWN ARROW keys to move the focus line-by-line on the screen to the first active field on a line.

Mouse. Place the mouse cursor/arrow on the field of choice and press the mouse button one time. That field will gain focus. On systems with more than one mouse button, always press the left mouse button.

3.1.2.2.2 GUI Data Entry. Data can be entered only in "active fields" on the screen. When you gain focus on an active field, a cursor that looks like a large I-bar in the field indicates where you are within the field. The position of this I-bar identifies where your next keystroke will take effect. When you first gain focus, this I-bar is at the first character position in the field. You can move the I-bar cursor to the right or left with your RIGHT/LEFT ARROW keys to the last or first position by using the END or HOME keys, or to a specific field position by placing the mouse arrow/cursor at a desired position in the field and clicking ONE time.

> **! CAUTION:** Spaces are considered as characters in most fields and occupy space in that field. Do not use the SPACE BAR to move the I-bar cursor within a field unless you are actually entering spaces.

Entering data in a blank field. First, gain focus on the field. You can then type in the data directly. For some fields, the field level help (see Section 3.1.4) lists valid entries. Use the F1 function key for field level help. You can then select from this list and the system will enter that data directly into the field you are working on.

> **NOTE:** S&M has an auto-tab feature: when you completely fill the field on which you entering data, the system automatically moves the focus to the next active field on the screen.

Entering data in a field. When you type in data, S&M behaves as if you are in an "insert" mode; that is, you can enter characters into existing data, but you cannot overtype existing data. In addition, once you completely fill a field, the system will prevent further data entry. Therefore, to change or replace existing data, you must first delete data already in that field.

- Move the I-Bar adjacent to characters to be deleted. Use your BACKSPACE key or DELETE key to delete individual characters either to the left of the I-bar or to the right of the I-bar respectively. Then type in the new data.

- You can also use your mouse to select/highlight all or part of a field. Any subsequent keystroke will delete the highlighted part of the field. To select characters in a field with

your mouse, move the mouse arrow to a starting position in the field, press and hold down the mouse button, and drag the reverse image highlight over the section of the field to be removed. You can drag the highlighted portion either to the right or to the left. If you double click your mouse on a single word or group of characters in a field, the characters in that grouping will be highlighted. If you triple click the mouse button in a field, the entire field will be highlighted. You can then simply start typing the new data, and the highlighted characters will be deleted once you press any key.

> **? HINT:** Because spaces represent characters and because there is no overstrike capability, you may occasionally be prevented from entering data in what appears to be empty space. To clear a field, triple click with your mouse to highlight the entire field and then type your information. This will delete all previous characters and spaces and allow you to continue with your entry.

3.1.2.3 Character User Interface (CUI)

3.1.2.3.1 CUI Screen Navigation. You move the focus (i.e. the cursor) around the screen by using either your TAB key or ARROW keys. The focus can be placed only on active fields on the screen.

TAB key. Use the TAB key to move the focus (cursor) sequentially through each active field. There is *NO* SHIFT+TAB to reverse the tabbing direction.

ARROW keys. Use the UP and DOWN ARROW keys to move the focus line-by-line on the screen to the first active field on a line. You cannot use the LEFT/RIGHT ARROW keys to move between fields.

3.1.2.3.2 CUI Data Entry. Data can be entered only in "active fields" on the screen. When you are in an active field, a cursor is a standard one-position underline character. When you first gain focus, the cursor is at the first character position in the field. You can move the cursor to the right or left with your RIGHT/LEFT ARROW keys or to the last or first position in the field by using the END or HOME keys.

> **! CAUTION:** Spaces are considered as characters in most fields and occupy space in that field. Do not use the SPACE BAR to move the cursor within a field unless you are actually entering spaces.

Entering data in a blank field. Gain focus on the field. You can then type in the data directly For some fields, the field level help (see Section 3.1.4) provides a select list that displays valid entries. Use the F1 function key for field level help. You can select from this list and the system will enter that data directly into the field you are working on.

Editing data in a field. To change or replace existing data, you must first delete data already in that field. When you type in data, S&M behaves as if you are in an "insert" mode; that is, you can enter

characters into existing data, but you cannot overtype existing data. In addition, once you completely fill a field, the system will prevent further data entry.

- Use your BACKSPACE key or DELETE key to delete individual characters either to the left of the cursor or to the right of the cursor respectively. Then type in the new data.

- When the cursor is at the first (left-most) position in a field that contains data, the system automatically removes the previous entry when you make your first keystroke. NOTE: this only works when your cursor is at the first field position.

3.1.3 Functional Navigation

There are two methods available for users to navigate around the S&M/CS functions: either by making selections via the S&M cascading menu or by Command Line navigation, similar to the method used in JOPES Version 3.3.2.2. The following paragraphs describe each method of navigation.

3.1.3.1 Cascading Menu. The S&M menu is a two level cascade. The first level of the menu lists eight primary functions or activities. A second level menu follows for three of these main functions as discussed below:

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Figure 3-1. S&M Main Screen

The main menu is accessed on the main S&M screen (figure 3-1) by using the mouse to click on the top bar of the screen shown as SCHEDULING AND MOVEMENT. Once you click on this bar, a first level menu will drop down. The first level menu lists the primary S&M functional activities:

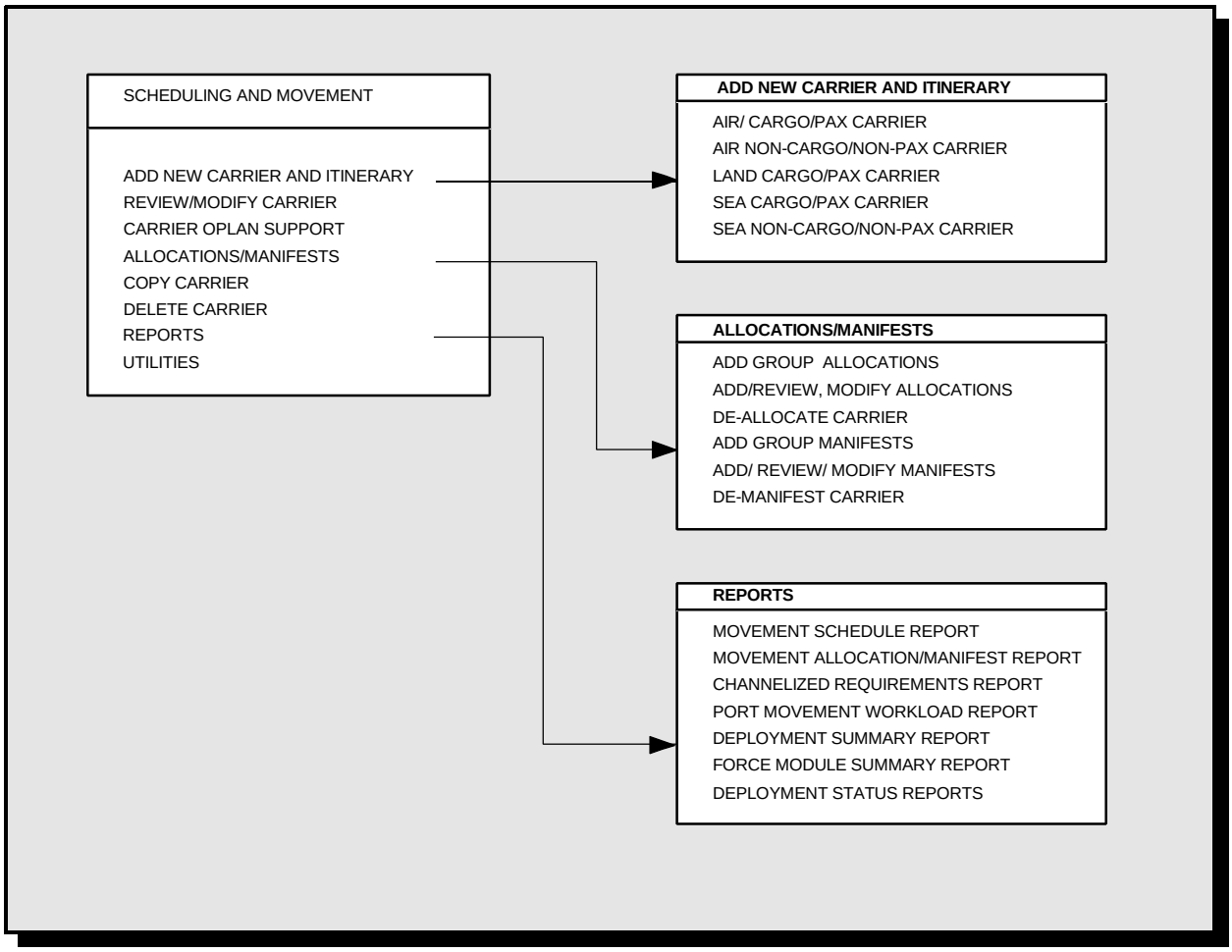

Figure 3-2. Scheduling and Movement Cascading Menu

- Add New Carrier and Itinerary >
- Review/Modify Carrier
- Carrier OPLAN Support
- Allocations/Manifests >
- Copy Carrier
- Delete Carrier
- Reports >
- Utilities.

The three functions shown above and on the menu with a right arrow (>) have a second menu that will cascade down when you click on those functions.

NOTE: For users of the GUI application, a mouse is required to pull down the first level S&M menu. GUI users who are not using a mouse will need to access S&M functions using the command input method described in the next paragraph.

Once the first level menu is on the screen, however, the individual menu items can then be selected with a mouse or by using the UP or DOWN ARROW keys to position the "select bar" on your menu choice and pressing either the SPACE BAR or the ENTER key. For the three activities with second level, you can use the RIGHT ARROW or the ENTER key to access the second menu.

3.1.3.2 Command Line Navigation. S&M/CS provides the capability for users to enter selected navigation instructions using the Command Line area located on the main S&M screen. These abbreviated commands are of two types:

S&M Rapid Navigation (RN). These are abbreviated four-character commands that a user can enter to move directly to a specific function. These commands serve the same purpose as the subsystem/function (*sf) codes that are used in JOPES. Section 3.1.3.3 list all valid RN codes.

S&M JSIT. These are the S&M/CS specific versions of the JOPES Information Trace (JSIT) commands used on the main JOPES system. Section 3.1.3.4 lists all valid JSIT commands for the S&M/CS.

! CAUTION: The JSIT commands in S&M/CS are similar to but not identical to the comparable ones used in the main JOPES. In addition, JSITs used in S&M are applicable to the C/S only. You cannot enter a JOPES JSIT from the C/S; you must be in a main frame session to do that.

The Command Line must be accessed from the S&M/CS main screen. To access the Command Line from any other screen in S&M, press the F11 function key. This will exit you from the function you are in and return you to the main screen. If you are working with data that has been changed, the system will prompt you to "save" these changes prior to exiting that function.

3.1.3.3 S&M Rapid Navigation (RN). The S&M RN codes, listed in the following table, are the four-character abbreviations used to move directly to a specific function. Most are basically acronyms from the functions they support. For example, to go to **A**dd **A**ir **C**argo/Pax **C**arrier, you enter **AACC**.

All the following RN commands are also selectable from the field level help from the Command Line. With the focus on the Command Line press F1 to retrieve this help capability.

S&M/CS RAPID NAVIGATION (RN) COMMANDS		
RN CODE	**FUNCTION**	**SUM REFERENCE**
AACC	Add Air Cargo/Pax Carrier	3.4.1.1
AANC	Add Air Non-Cargo/Non-Pax Carrier	3.4.1.2
AGAL	Add Group Allocations	3.5.1
AGMF	Add Group Manifest	3.6.1
ALCC	Add Land Cargo/Pax Carrier	3.4.1.1
ARMA	Add, Review, or Modify Allocations	3.5.2
ARMM	Add, Review, or Modify Manifest	3.6.2
ASCC	Add Sea Cargo/Pax Carrier	3.4.1.1
ASNC	Add Sea Non-Cargo/Non-Pax Carrier	3.4.1.2
CHAN	Channelized Requirements Report (E13)	3.7.3
COPY	Copy Carrier	3.4.4
DALC	Deallocate Carrier	3.5.3
DELE	Delete Carrier	3.4.5
DMFC	Demanifest Carrier	3.6.3
DSTT	Deployment Status Reports	3.8.
DSUM	Deployment Summary Report (E17)	3.7.5
FSUM	FMID Summary Report (E18)	3.7.6
MALM	Movement Allocation/Manifest Report (E12)	3.7.2
MSCH	Movement Schedule Report	3.7.1
PORT	Port Movement Workload Report (E15)	3.7.4
RMCR	Review or Modify Carrier	3.4.2
RMSO	Review or Modify Supported OPLAN	3.4.3
UTIL	Utilities	3.3.2

Table 3-1. Rapid Navigation Commands.

3.1.3.4 S&M/CS JDS Information Trace (JSIT). The S&M/CS JSIT capability aids in interfunction navigation to retrieve displays or functions using short commands with brief parameters

(also called "arguments"). JSIT commands, like RN commands, are entered through the Command Line on the S&M main screen.

Using JSIT Commands. You must be in the Scheduling and Movement main screen (SM-000-1). Gain focus on the Command field. Enter the specific JSIT and appropriate parameters on the Command Line and press ENTER or use the mouse and click on the Transmit button. When transmitted, the appropriate review/modify/display screen is displayed with the requested data filled in. Those functions that are "add", or "modify" are active screens in which you may manipulate the information if you have permissions. Table 3-2, S&M/CS JSIT Commands, defines the JSIT retrieval commands. The commands are shown in bold type and user entered parameters are indicated by the brackets.

The following JSIT commands are also selectable from the field level help for the command line. With the focus on the Command Line, press F1 to retrieve this help capability.

S&M/CS JSIT COMMANDS

S&M JSIT COMMAND	CONTEXT	PARAMETERS	SUM REF
UR [ULN] [OPLAN] [DATE]	Displays reported deployment status for the specified ULN.	A ULN and OPLAN are mandatory. The date is an "as of" date is optional; the default date is the current date.	3.8.7.1.3
US [ULN] [OPLAN] [DATE]	Displays scheduled deployment status for the specific ULN.	A ULN and OPLAN are mandatory. The date is an "as of" date is optional; the default date is the current date.	3.8.7.1.3
USD [ULN] [OPLAN]	Displays the schedule detail for the specified ULN.	A ULN and OPLAN are mandatory.	
IA [CARRIER ID] [OPLAN]	Presents the Add, Review or Modify Allocations screens for all allocations for the specified carrier for the specified OPLAN	Carrier ID and OPLAN are mandatory	3.5.2
IC [CARRIER ID]	Presents the Add or Review Remarks for the specified carrier	Carrier ID is mandatory.	3.4.2.4
IM [CARRIER ID] [OPLAN]	Presents the Add, Review or Modify Manifests screens for all manifests for the specified carrier for the specified OPLAN	Carrier ID and OPLAN are mandatory.	3.6.2
IP [CARRIER ID]	Presents the Review or Modify Itinerary screen for the specified carrier.	Carrier ID is mandatory	3.4.2.3
IR [CARRIER ID]	Presents the Review or Modify Itinerary screen for the specified carrier.	Carrier ID is mandatory	3.4.2.3

S&M/CS JSIT COMMANDS			
S&M JSIT COMMAND	**CONTEXT**	**PARAMETERS**	**SUM REF**
ITNP [START DATE] [STOP DATE] [OPLAN]	Displays all carrier movements with a scheduled departure from the first onload point between start/stop dates.	Both a start and stop date are mandatory in zulu DDHHMMZMONYY format. OPLAN is mandatory.	3.4.2.1
ITNR [START DATE] [STOP DATE] [OPLAN]	Display all carrier movements with a reported departure from the first onload point between start/stop dates.	Both a start and stop date are mandatory in zulu DDHHMMZMONYY format. OPLAN is mandatory.	3.4.2.1
GEOP [GEOCODE] [DATE] [OPLAN]	Displays scheduled carriers going to, from, or through a specified location on the specified day and for the specified OPLAN (or for all OPLANS if blank).	The following are mandatory: • Location in GEOLOC • Date in DDHHMMZMONYY OPLAN is optional	3.4.2.1
GEOR [GEOCODE] [DATE] [OPLAN]	Displays reported carriers going to, from, or through a specified location on the specified day and for the specified OPLAN (or for all OPLANS if blank)	The following are mandatory: • Location in GEOLOC • Date in DDHHMMZMONYY OPLAN is optional	3.4.2.1

Table 3-2. S&M/CS JSIT Commands.

3.1.3.5 Scroll Regions. S&M presents data and lists of information to users in separate areas or scroll regions on individual screens. When the amount of data exceeds the size of the particular scroll region, the user will need to move the list up or down. For example, the Review or Modify Carrier and Itinerary screen presents a carriers itinerary in a seven-row scroll region in the lower half of the screen. However, an itinerary may have up to 28 rows of data. There are several methods to move up and down the list:

- **ROW __ OF __.**

  In the upper right hand corner of those screens with displayed lists, there is a block indicating where you are in the list. The first field, "Row __", identifies what line or row of information is currently positioned at the top of the scroll region; the second field, "of __" identifies the number of lines or rows of data in the entire list. For example, "Row 7 of 48" means that there are 48 lines of data in the scroll region on this screen and that the seventh row is currently positioned and displayed at the top of the display. You may use the first block to enter a new row number to move that new row to the top of the scroll region.

Place the focus on the row block using your mouse, TAB key, or ARROW keys. Then enter the desired new row and TAB off the field. The TAB action will reposition the list in the scroll region with that specified row at the top.

! CAUTION: You MUST use the TAB key to change the row number. A natural tendency is to use the ENTER key, but this is incorrect. Pressing the ENTER key will transmit the screen. If you have been entering or editing data, these changes will be committed to the database when you press ENTER.

- **Function Keys.**

  F4 and F8. The function keys F4 and F8 move the focus block one line at a time up or down the scroll region, respectively. If you reach the top or bottom of the list and continue to use these keys, one additional line of data at a time will move into the scroll region.

  F5 and F7. The function keys F5 and F7 move the scroll region up or down by one full page of data at a time. A page of data is the number or rows that are displayed in that screen's scroll region.

  Press the FUNCTION keys on your keyboard or use the FUNCTION keys on the screen. To use the FUNCTION keys on the screen, click on that key with your mouse or TAB to the key and press ENTER or your SPACE BAR.

- **Arrow keys.**

  Use the UP and DOWN ARROW keys on your keyboard to move the focus block on the screen and into the scroll region. Once in the scroll region, pressing the ARROW key will move you up or down the list one line at a time until you reach the beginning or end of the list. Once you reach the last row in the scroll region, press the ARROW key in the same direction. You will move the focus out of the scroll region and into other fields on the screen.

- **PAGE UP/PAGE DOWN keys.**

  Use the PAGE UP or PAGE DOWN keys on the keyboard will produce the same effect as function keys F5 and F7. The entire scroll region will move up or down by one full page of data at a time.

3.1.3.6 Function Keys. The following paragraphs define FUNCTION keys and their roles during application execution.

F1 – HELP. Executes the help function based on the cursor's position within the current screen. Paragraph 3.1.4 below provides a detailed discussion of the help capability.

F2 – DICTIONARY. Provides a dictionary of acronyms and definitions.

F3 – PRINT. Allows the user to print the current screen display. When the user presses F3, an option is provided to do the screen print to a side-by printer or to the network printer available to that workstation.

F4 – UP. Positions the cursor on the row immediately preceding the current row in a list in the scroll region on a page or pop-up.

F5 – PAGE UP. Allows user to back up to the previous page or block of rows in a scroll region. The "page" represents one screen of information. For example, in an itinerary scroll region of seven rows, each page consists of seven rows of data.

F6 – APPLICATION DEFINED. The F6 function key is reserved for special use during application execution. Multiple commands have been assigned to this key. The function key label on each screen display provides users with the current command assigned to F6. The following is a list of assigned commands and their descriptions:

TIME. When the F6 function key is defined as TIME, users are able to execute the Calendar/Calculate function on carrier itineraries.

COPY ALLOCATIONS. The F6 function key is defined as COPY ALLOCATIONS for add/modify manifest functions. It provides users with the capability to copy existing allocation data into manifest screens.

ULN SCHEDULE DETAIL (USD). On ULN Deployment Status display screens, the F6 function key is defined as USD. This function allows users to retrieve a display that shows all carriers which have that particular ULN allocated or manifested to them. This function key presents the same display as when the JSIT USD is entered on the main Command Line.

F7 – PAGE DOWN. Allows user to advance to the next page or block of rows in a multiple page display or a scroll region. The "page" represents one screen of information. For example, in an itinerary scroll region of seven rows, each page consists of seven rows of data.

F8 – DOWN. Positions the cursor on the next row in a list.

F9 – APPLICATION DEFINED POP-UP. The F9 function key is used in different functions. Following is a list of assigned commands and their descriptions:

REMARKS. On Review or Modify Carrier screens, the F9 is defined as Remarks. this function allows users to retrieve the Add or Review Remarks screen for the carrier under review.

POP-UP OPTION. On several help and message pop-ups, the F9 is an exit option and is used as a No answer to a system generated question.

F10 – BACK. Returns the user to the next higher data entry/menu screen from the current position, generally retracing the path used to access that screen.

F11 – MENU. Returns the user to the S&M/CS main menu.

F12 – EXIT. Terminates and exits the S&M/CS session.

3.1.3.7 Screen Exits. When you are finished working with a particular screen, several options are available depending on the intention.

TRANSMIT. "Transmit" is the standard means to let the system know that you have completed work on a screen. This can be a menu selection, data entry, or screen review. To indicate "Transmit":

From your keyboard, press your ENTER key.

With a mouse, click on the TRANSMIT button on most screens. In some cases, especially pop-ups, the button may be labeled OK or ENTER; OK or ENTER also serves a transmit function.

The action of the "transmit" will always take you to the next logical or requested screen or function. This may be a continuation of a series of review screens, access to another menu screen or function, or return to the menu that accessed the function being left. If you have entered or updated data, the message line at the bottom will advise you that the database has been updated.

BACK. "Back" is the movement from one screen to the screen or menu immediately preceding the screen you are leaving. In some series of screen reviews, such as a group of carriers and allocations, the "back" function takes you to the previous carrier, even though you may be in the middle of several screens of data for the current carrier. In some cases, the "back" will take you to the menu or selection screen that you originally used to enter the current function. To indicate "back":

From your keyboard, press the ESCAPE key or the F10 function key.

With a mouse, click on the F10 button at the bottom of the screen.

MENU. The "Menu" function will return you immediately to the main S&M menu, with the Command Line. If you have entered new data or changed data on the screen, the system will provide a pop-up that asks you if you want to save the data. To indicate "Menu",

From your keyboard, press the F11 function key.

With a mouse, click on the F11 button at the bottom of the screen.

If you receive the "save change?" pop-up, choose or press F6 to proceed without saving the changes, F9 to save the changes and then proceed or ESCAPE to cancel the exit action and return to the screen.

EXIT. The Exit function will end you S&M session. If you have entered new data or changed data on the screen, the system will provide a pop-up that asks you if you want to save the data. To exit:

From your keyboard, press the F12 function key.

With a mouse, click on the F12 button at the bottom of the screen.

If you receive the "save change?" pop-up, choose or press F6 to proceed without saving the changes, F9 to save the changes and then proceed, or ESCAPE to cancel the exit action and return to the screen.

3.1.4 HELP

The S&M/CS application provides an on-line help capability from every screen display (including menus). Two separate and distinct levels of Help have been provided: field-level and screen-level.

3.1.4.1 Screen Help. The Screen Help is a pop-up that provides a description of the current screen being used. This description identifies how the screen is used and a brief overview of the data on the screen.

Accessing Screen Help. You can retrieve the screen help in two ways:

With a mouse, click on the F1 - Help button at the lower right corner of the screen.

With a keyboard, press the F1 function key two times. The first F1 will bring up the Field help for the field that is your current focus. The second F1 retrieves the screen help.

> **NOTE:** This F1-F1 convention was developed to permit users to always use the F1 key primarily for field help as the first choice.

3.1.4.2 Field Help. Field level help is a pop-up that is available on all active fields on a screen. To select field help, the focus must on the field for which you want help. Then you must use your keyboard and press the F1 function key one time. Depending on the field, different types of help are available: field definition, select list, or query. After you are finished with the field help, press your ESCAPE key, or use your mouse to choose an exit button on the screen.

3.1.4.2.1 Field Definition. This basic field help is a text description of the field with directions on what to enter or what steps to take. The most fundamental form of this type of help is one that states "Enter X to select", but most of these helps provide a one-paragraph description.

USER OPTIONS: Press F1 for screen help; press F10 or ESCAPE to return to the original screen.

3.1.4.2.2 Select List. This help is provided when a field has a discrete set of allowable values. For example, the itinerary stop code only has eight possible codes that can be used. When you select help for a field with a select list help, a pop-up will appear that has both a definition of the field and a scroll region with all acceptable values listed. You move up and down the list like any other scroll region (see section 3.1.3 above) with ARROW keys, FUNCTION keys and PAGE UP/PAGE DOWN keys.

These helps also have a "scroll bar" to the right of the list or of the text, if either is too large for the display area. You can choose an item from the list and the system will automatically enter that selection in the screen field that accessed the help from.

Using the scroll bar, you must have a mouse. Place the mouse arrow/cursor on the scroll bar, press and hold down the mouse button, and pull the scroll bar up or down. The list or the text will move relative to the location of the scroll bar.

Selecting from the list, you must first highlight (reverse-image) the item you want. You can highlight an item by clicking on that item with your mouse or by moving the yellow focus rectangle to the item and pressing the SPACE BAR. Press ENTER on you keyboard or use the mouse to click on the OK button on the help screen. The system will then return you to the original screen with that item entered into the field.

USER OPTIONS:

- Press F1 function key or with the mouse select the F1 screen button for screen help.
- Press ENTER key or with the mouse select the OK-ENTER screen button to choose a selected item from the list.
- Press ESCAPE key or with the mouse select the ESCAPE screen button to return to the original screen with no action.

3.1.4.2.3 Query Search. This is a special help that provides users the ability to conduct a search of certain parts of the database, based on selected user-entered criteria. The system conducts a search of the database and retrieves all the data that meets the criteria into a display scroll region of the help pop-up. Similar to the select list, a user can then select an item from the list to be entered into the field on the original screen. There are three query search helps available in S&M: OPLAN, location, and ULN. See the following sections for more information about these.

> **? HINT:** The query search field helps can be used as a type of ad hoc query against the portion of the database that pertains to them. Each of the search features offers a variety of qualifying parameters that can enable to user to find information rapidly.

3.1.4.3 OPLAN Search List Help. When you are on any OPLAN field in S&M, you can access a query search help that allows you to display a list of OPLANs in JOPES and S&M. This has the same practical function as the LIST request in the main frame JOPES. To access this help press F1 while the focus or cursor is on the OPLAN field. When you request this field help, the OPLAN Help/Selection Screen (Figure 3-3) will appear as a pop-up.

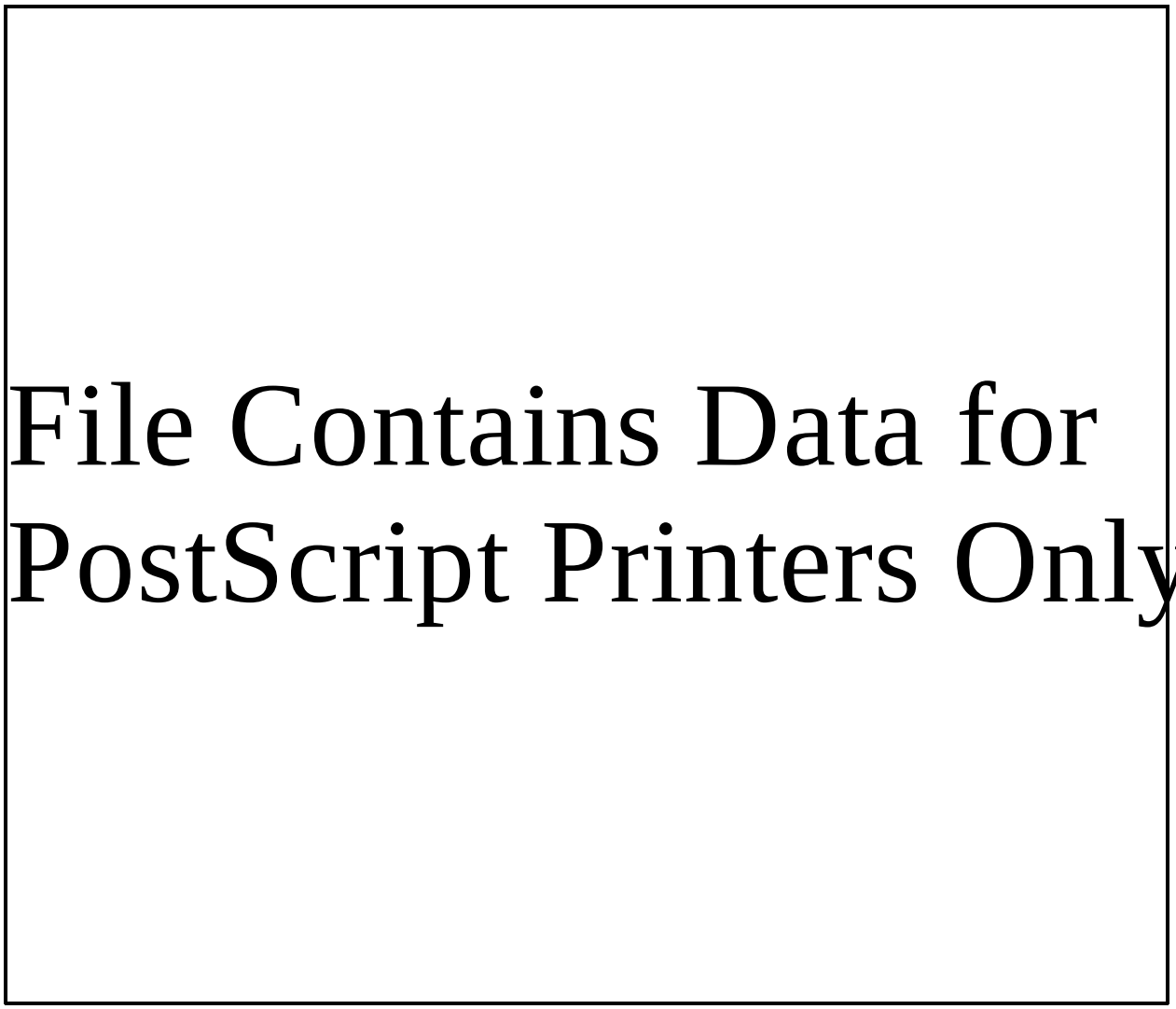

Figure 3-3. OPLAN Query Search Field Help

The OPLAN Help/Selection Screen initially appears without anything listed. You have an option to provide filtering criteria to have the system retrieve a tailored list of OPLANs or you can retrieve all OPLANs. In either case, you will only see the OPLANs to which you have permissions. The display will show the OPLAN identification (PID), the C-day (if declared and set in the data base), and the OPLAN name (if there is one.) Once the list is displayed, you can then select an OPLAN from the list, and when you exit the help, the system will display that OPLAN in the OPLAN field on the screen.

To retrieve all OPLANs. Without making any other entries on the screen, either click on the Search button with your mouse or TAB to the Search button and press your ENTER key. The system will then retrieve and display all valid OPLANs.

NOTE: Users with direct LAN access to a server will have an option to use either GUI or CUI. The principal difference will be in the navigation and data entry methods. All functional threads are available in both GUI and CUI.

To retrieve a filtered list of OPLANs. Provide filtering criteria in the entry fields at the top of the display region, and either click on the Search button with your mouse or TAB to the search button and press your ENTER key. These filter options are available:

OPLAN ID (PID). Enter all or part of an OPLAN ID (PID) to limit the list to plans with those characters. You may use an asterisk within the PID number to represent a wild card or at the end of the entry to serve as a wild card for all subsequent characters. Examples: a "2*" will retrieve all OPLANs that start with a "2". A "2***X" will retrieve all OPLANs that start with a "2" and end with an "X".

C-DATE. If you want to limit the list to OPLANs that have a C-day declared and set in the database, select the "Yes" toggle. If you limit the list to OPLANs that do not have a C-day set, select the "No" toggle. If you do not choose one or theother, the system will display OPLANs regardless of the C-day status.

OPLAN NAME. Enter an OPLAN name to retrieved all OPLANs that have that name in the database. You may use the asterisk as a positional wild card character or as a terminal wild card that will serve as a wild card for all subsequent characters.

Selecting an OPLAN. Select the toggle adjacent to the OPLAN that you want to place into the original OPLAN field. Press your ENTER key or use the mouse to click on the "OK" button on the screen. You will leave this help and the selected PID will be displayed in your OPLAN field

Existing help with no action. Press your ESCAPE key or click on the "Cancel" button on the screen. This will return you to the original screen.

3.1.4.4 GEO Search List Help. When you have focus on most "location" fields in S&M, you can access a query search help that allows you to find location information about any locations that are in the GEOLOC Standard Reference file. To access this help press F1 while the focus or cursor is on the location field. The location field will be any field labeled LOCATION, LOC, or in some cases ONLOAD or OFFLOAD. When you request this field help, the GEO File Help/Selection Screen (Figure 3-4) will appear as a pop-up.

Figure 3-4. Geographic Location Query Search Field Help

The screen initially appears without anything listed. You have an option to provide filtering criteria to have the system retrieve a tailored list of locations or you can retrieve all locations in the GEOLOC file. The display will show the location name, the country/state code, the installation type, the GEOLOC code for the location, the International Civil Aviation Code (ICAO) for the location (if one exists), and the Military Standard Transportation and Movement Procedures (MILSTAMP) code for the location (if one exists). Once the list is displayed, you can then select a location from the list, and when you exit the help, the system will display the location code in the location field on the screen. The system will enter the location code in the correct format being used.

Retrieving all locations. Without making any other entries on the screen, either click on the Search button with your mouse or TAB to the search button and press your ENTER key. The system will then retrieve and display all locations in the GEOLOC file.

Retrieving a filtered list of locations. Type in filtering criteria in the entry fields at the top of the display region and either click on the Search button with your mouse or TAB to the Search button and press your ENTER key. The displayed data can be used as a filter options. These options have an automatic left to right wild card feature. Enter as many characters as you want and the system will search and retrieve based on that input. For example if you enter a C as the first and only character in the GEO Name filter, you will retrieve all locations whose location name starts with a C; if you enter CHAR, the system will retrieve all locations that start with CHAR. Spaces are considered characters.

GEO NAME If you want to retrieve the information for a particular location, enter all or part of the clear text name of the location.

> **? HINT:** This may be useful if you want to find a particular code for a location that may have several codes associated with it. For example, you may want to find the GEO code for both the seaport Charleston and Charleston AFB. Type in "Charleston" as the filter.

CT/ST To retrieve locations for a specific country (CT) or state (ST), enter the country/state abbreviation used in the GEOFILE.

> **NOTE:** This is not the two-digit code nor a standard postal abbreviation. This field has its own search field help to assist you. Press F1 with the focus on this field to retrieve the second level field help.

INST. To retrieve locations of a particular installation type, enter the installation code used in the GEOFILE. For example to retrieve only seaports, enter PRT.

GEO. To retrieve location information for a specific GEOLOC code or part of a GEOLOC code, enter the four character code or parts of the code.

ICAO. To retrieve location information for a specific ICAO code or part of an ICAO code, enter the four character code or parts of the code.

MILSTAMP. To retrieve location information for a specific MILSTAMP code or part of a MILSTAMP code, enter the four character code or parts of the code.

> **! HINT:** All the filter criteria you enter is used in combination. For example, if you enter both a country/state code and an installation type code, you will retrieve all installations of that type in that country or state.

Selecting a Location. Select the toggle adjacent to the location that you want to place into the original field. Press your ENTER key or click on the OK button on the screen. You will leave help and the selected location code will be displayed in your location field.

Exiting help with no action. Press your ESCAPE key or click on the "Cancel" button on the screen. This will return you to the original screen.

3.1.4.5 ULN Search List Help. When you are on a ULN field in some functions, you can access a query search help that allows you to display a list of ULNs in an OPLAN. This help is available on the Specify Criteria for Carriers screen (SM-R00-1) which is used in several functions to retrieve a list of carriers. It is also available in the Deallocate Carrier function (Section 3.5.3, screen SM-P05-1) and Demanifest Carrier functions (Section 3.6.3, screen SM-M05-1). To access this help, press F1 while the focus or cursor is on the ULN field on those screens. When you request this field help, the ULN Help/Selection Screen (Figure 3-3) will appear as a pop-up.

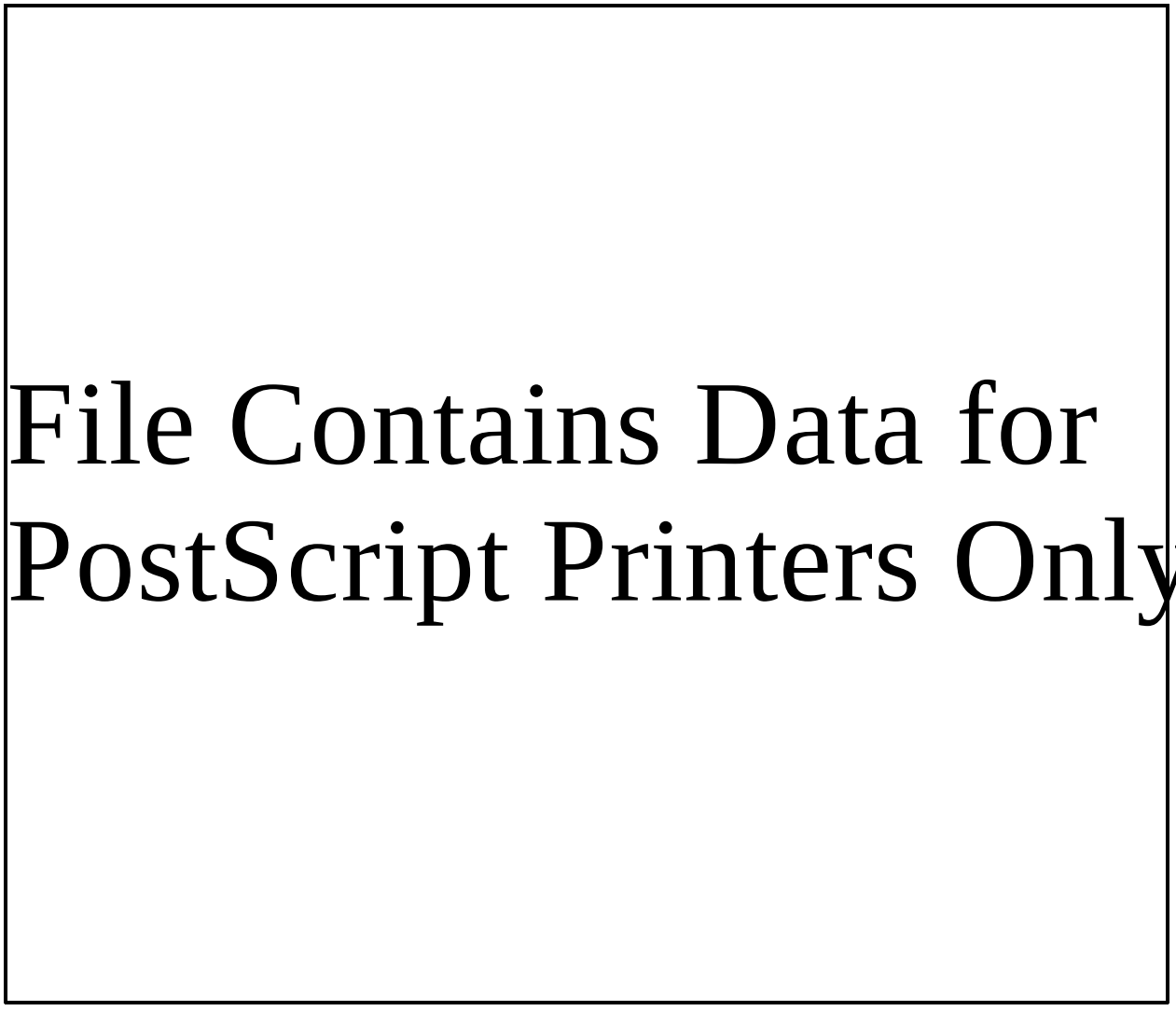

Figure 3-5. ULN Query Search Field Help

The screen initially appears without listings. You have an option to provide filtering criteria and have the system retrieve a tailored list of ULNs, or you can retrieve all ULNs in a particular OPLAN. In either case, you can only see the ULNs in OPLANs to which you have permissions. The display will show the ULN, the UIC, and the Unit Name. Once the list is displayed, you can then select a ULN

from the list, and when you exit the help, the system will display that ULN in the ULN field on the original screen. A second feature is the capability to display the schedule details for any ULN on the list. This is done by selecting the right side toggle adjacent to the ULN whose schedule details you want to view.

The following is mandatory.

OPLAN. The system will initially enter your session default OPLAN or the OPLAN you are using on the screen from which you entered this help, if available. You can change the PID if desired. You must have permissions to any plan you enter here.

Retrieving all ULNs in an OPLAN. Enter a PID, if necessary, and without making any other entries on the screen, either click on the Search button with your mouse, or TAB to the search button and press your ENTER key. The system will then retrieve and display all ULNs in the listed OPLAN.

Retrieving a filtered list of ULNs. Provide filtering criteria in the entry fields at the top of the display region and either click on the Search button with your mouse or TAB to the Search button and press your ENTER key. These filter options are available:

ULN Enter a ULN or a portion of a ULN with wildcards. The system will retrieve all information for requirements that match this ULN entry.

UIC Enter a ULN or a portion of a UIC with wildcards. The system will retrieve all information for requirements that match this UIC entry.

UNIT NAME Enter a unit name or a portion of a unit name with wildcards. The system will retrieve all information for requirements that match the unit name entry.

> **? HINT**. Wildcarding is available for the ULN, UIC, and Unit Name filters. You may use an asterisk within these fields as a positional wild card or at the end of the entry to serve as a wild card for all subsequent characters. For examples, in the ULN field, a P* will retrieve all ULNs that start with a P. A P*B will retrieve all three-character ULNs that start with a P and end with a B. A P*B* will retrieve all ULNs that start with a P and have a third position of B.

CARRIER ID Enter a Carrier ID. The system will retrieve all ULNs that are allocated or manifested on that carrier, depending on which you specify. You will need to indicate whether you want allocated ULNs or manifested ULNs by selecting the appropriate ALLOCATED or/MANIFESTED toggle to the right of the Carrier ID.

Press your ENTER key or click on the Search button to initiate the search. The system will use the citeria you specified to retrieve and display a list of qualified ULNs.

Viewing the Schedule Detail for a ULN on the list. Select the toggle to the right of the ULN whose schedule detail you want to review. Either click on the toggle with your mouse or move the focus or cursor to the toggle and press your SPACE BAR. When you select the toggle, the system will immediately present you the USD screen for that ULN listing all carriers that have that ULN allocated or manifested on them.

Choosing a ULN for entry in the original field. Select the toggle to the left of the ULN you want and leave it selected. When you leave the screen, that ULN will be entered into the field on the original screen.

Exiting the screen. Click on the OK button on the screen or press your ESCAPE key.

3.1.4.6 Other Special Helps. There are other special field helps that apply only to a specific function:

3.1.4.6.1 Onload/Offload Selection. S&M now permits carriers to have a shuttle situation involving more than one occurrence of the same onload and offload pairs in the itinerary. When you want to access a review or modify function involving the shuttled locations (such as adding allocations to manifests), you will need to indicate to the system which onload-offload pair you want to work with. If the shuttle situation exists, the system will present to you the Onload Offload Selection screen (Figure 3-6).

Figure 3-6. Onload/Offload Selection

This screen identifies the pair of onload and offload locations applicable to the action you initiate and all associated arrive and depart times that occur in that carrier's itinerary for these locations. You must select the toggle for the shuttle leg that you need.

3.1.4.6.2 Itinerary Location Selection. In the ADD GROUP ALLOCATION and ADD GROUP MANIFESTS qualification screen (see Section 3.5.1.1 or 3.6.1.1), you are required to enter locations

from a carrier's itinerary as qualifying criteria if you also identify a specific carrier. These are location fields which normally will have the GEO search feature. When you have identified a Carrier ID on these screens, the field help will present you that carrier's itinerary from which you select the appropriate locations. See these sections for more details on this help feature.

3.1.4.6.3 Leg Code Help. In the allocation and manifest functions, users need to identify a requirement's leg code as part of the process. On any allocation or manifest screen that lists a requirement and leg code field and that has the requirement identified, the field level help for that Leg Code field will produce a pop-up that identifies each routing leg for that ULN in both the GEO code and the clear text name. This help is available on the SM-P02- and SM-P03- series of screens for allocations and SM-M02- and SM-M03- series of screens for manifests.

3.1.5 Recovery Procedures

Specific procedures to correct system failures have been developed. Problems that are encountered by users and not correctable should be referred to the site Functional Database Manager (FDBM) for resolution.

Database backup and recovery procedures are contained in the separately bound appendix, *Scheduling and Movement/Client Server Data Base Backup and Recovery Guide to the Technology Insertion Project (TIP) Technical Administrator's Manual (Tech-Ad Manual).*

3.1.6 Security

S&M employs the same security permission structure as in JOPES. User permissions continue to be entered by the FDBM or Technical Database Manager (TDBM) through JOPES Subsystem H, and the permissions are transferred to the C/S via transactions. YOU CANNOT UPDATE PERMISSIONS FROM WITHIN S&M/CS. For definition of functional permissions, see *JOPES TM 18-14-1, Vol 4*.

3.1.7 S&M/CS-Maintained Database

The S&M/CS data used by S&M is maintained on all servers, including the one to which you are connected. All scheduling and movement data entered on the C/S is transmitted to the JOPES main frame DPS 8(000) via transactions. All data entered into JOPES, either via external interfaces or directly, is sent via transactions to all S&M servers. The S&M software maintenance manuals detail transaction flow between the DPS8 mainframe and the C/S.

3.1.7.1 JOPES Database Subfiles. S&M/CS exchanges data with the following JOPES database subfiles:

- Access Subfile
- Plan Info/Force Module Subfile
- Requirements Subfile
- Scheduling and Movement Subfile
- Sync Subfile.

NOTE: The S&M subfile on the JOPES main frame will remain active until it is no longer needed as a backup.

3.1.7.2 JOPES Standard Reference Files S&M/CS System Services provides utilities to receive and import updates to selected JOPES reference files. The capability is provided to maintain and report to the user the date/time stamp associated with each of these reference files. This date/time stamp reflects the date/time that the particular reference file was last officially updated.

The JOPES Standard Reference Files from which S&M/CS will receive data are as follows:

- GEOLOC Reference File
- TUCHA Reference File.

3.2 S&M/CS SCREENS

The S&M/CS series of screens are designed to allow users to enter, edit, display, and print scheduling and movement information. Like JOPES Subsystem E, most S&M/CS screens are displayed as blank forms for data entry. The current date-time-group is displayed in the upper right corner, the screen number is displayed in the upper left corner, and the screen/function title is displayed in the top center portion of the screen. The CUI-based and GUI-based versions provide identical functionality and employ screen faces with the same field titles and relative positions. Due to potentially slow data communications speeds (less than 9600 baud), the support of business graphics (e.g. charts and graphs) is not provided in the character-based interface.

S&M/CS screen numbers consist of the system designation (SM-), series number, including a functional thread designator and sequence number within the functional thread, and sequence indicator. Sequence indicators may be numerical (indicating the screen's position within the series) or may be alphabetic (indicating the carrier mode applicable to a given screen). Table 3-3 S&M/CS Screens identifies each screen by title, number, and SUM reference paragraph.

S&M/CS SCREENS

SCREEN TITLE	SCREEN NUMBER	SUM REF
Schedling and Movement (Main Menu)	SM-000-1	3.3.1
Add Air Cargo/PAX Carrier	SM-A01-A	3.4.1.1
Add Air Non-Cargo/Non-Pax Carrier	SM-A02-A	3.4.1.2
Add Land Cargo/PAX Carrier	SM-A01-L	3.4.1.1
Add Sea Cargo/PAX Carrier	SM-A01-S	3.4.1.1
Add Sea Non-Cargo/Non-PAX Carrier	SM-A02-S	3.4.1.2
Specify Criteria for Carriers	SM-R00-1	3.4.2.1
Review/Select Carriers	SM-R01-1	3.4.2.2

S&M/CS SCREENS		
SCREEN TITLE	**SCREEN NUMBER**	**SUM REF**
Review or Modify Carrier — Display Options	SM-A03-3	3.4.2.2
Review or Modify Carrier and Itinerary — Air	SM-A03-A	3.4.2.3
Review or Modify Carrier and Itinerary — Land	SM-A03-L	3.4.2.3
Review or Modify Carrier and Itinerary — Sea	SM-A03-S	3.4.2.3
Add or Review Remarks — Air	SM-A06-A	3.4.2.4
Add or Review Remarks — Land	SM-A06-L	3.4.2.4
Add or Review Remarks — Sea	SM-A06-S	3.4.2.4
Add, Review, or Modify Supported OPLANs — Air	SM-A07-A	3.4.3.2
Add, Review, or Modify Supported OPLANs — Land	SM-A07-L	3.4.3.2
Add, Review, or Modify Supported OPLANs — Sea	SM-A07-S	3.4.3.4
Add Supported OPLANs for Multiple Carriers	SM-A07-M	3.4.3.2
Modify Supported OPLANS — Confirm	SM-A07-2	3.4.3.3
Add Group Allocations (Menu)	SM-P02-1	3.5.1.1
Add Group Requirement Allocations — Air	SM-P02-A	3.5.1.3
Add Group Requirement Allocations — Land	SM-P02-L	3.5.1.3
Add Group Requirement Allocations — Sea	SM-P02-S	3.5.1.3
Add, Review or Modify Allocations (Menu)	SM-P03-1	3.5.2.1
Add, Review or Modify Allocated Requirements by Onload/Offload — Air	SM-P03-A	3.5.2.2
Add, Review or Modify Allocated Requirements by Onload/Offload — Land	SM-P03-L	3.5.2.2
Add, Review or Modify Allocated Requirements by Onload/Offload — Sea	SM-P03-S	3.5.2,2
Review Planned Activity by Location Only — Air	SM-P04-A	3.5.4
Review Planned Activity by Location Only — Land	SM-P04-L	3.5.4
Review Planned Activity by Location Only — Sea	SM-P04-S	3.5.4
Deallocate Carrier	SM-P05-1	3.5.3.1
Deallocate Carrier Confirmation	SM-P05-2	3.5.3.2
Add Group Manifests (Menu)	SM-M02-1	3.6.1.1
Add Group Requirement Manifests — Air	SM-M02-A	3.6.1.3
Add Group Requirement Manifests — Land	SM-M02-L	3.6.1.3
Add Group Requirement Manifests — Sea	SM-M02-S	3.6.1.3
Add, Review or Modify Manifests (Menu)	SM-M03-1	3.6.2.1
Add, Review or Modify Manifested Requirements by Onload/Offload Air	SM-M03-A	3.6.2.2
Add, Review or Modify Manifested Requirements by Onload/Offload Land	SM-M03-L	3.6.2.2
Add, Review or Modify Manifested Requirements by Onload/Offload Sea	SM-M03-S	3.6.2.2
Demanifest Carrier	SM-M05-1	3.6.3.1
Demanifest Carrier Confirmation	SM-M05-2	3.6.3.2
Onload/Offload Selection — Air	SM-005-A	3.1.4.5

3.3 STARTING SCHEDULING AND MOVEMENT

Once the user has successfully logged into GCCS, the S&M/CS main menu screen is displayed (Figure 3-7). All subsequent navigation and access to S&M functions is accomplished through this main screen.

3.3.1 Scheduling and Movement Main

Figure 3-7. Scheduling and Movement Main Screen

This screen provides the focal point for navigation activity within S&M.

Selecting an S&M function:

GUI application. Using the mouse, click on the "Scheduling and Movement" bar at the top of the screen and you will be presented a cascading menu of the S&M functions. Once the cascading menu appears, you can then use the mouse to select a function, use the keyboard to position the cursor and select that function with your ENTER/TRANSMIT key, or press a "hot key" letter that is underlined in the menu to select that function.

For the CUI application. Press your SPACE BAR and you will be presented a cascading menu of the S&M functions. Once the cascading menu appears, you can then use the keyboard to position the cursor and select that choice with your ENTER/TRANSMIT key, or press a "hot key" letter that is underlined in the menu to select that menu item.

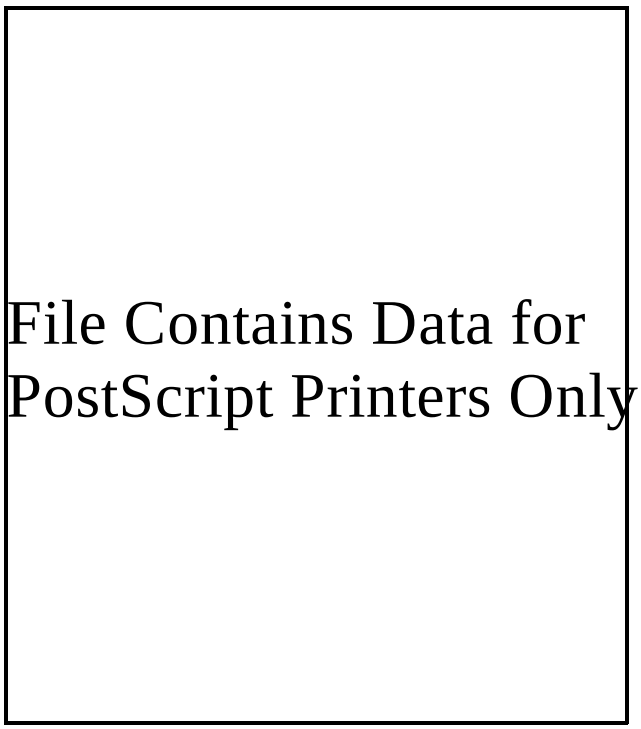

Figure 3-8. Command Line Help

Using the Command Line. The "Command" line is used to enter RN commands (see Section 3.1.3.3) or S&M JSIT commands (see Section 3.1.3.4) to select a specific S&M function. To see the RN or JSIT commands that can be used, gain focus in the Command Line and press the F1 function key. This will display a list of the available commands (see Figure 3-8).

When a user accesses S&M initially, a logical step will be to set or review the session defaults applicable to your USERID. Session defaults are located under the Utilities function and described in Section 3.3.2, Utilities.

3.3.2 Utilities

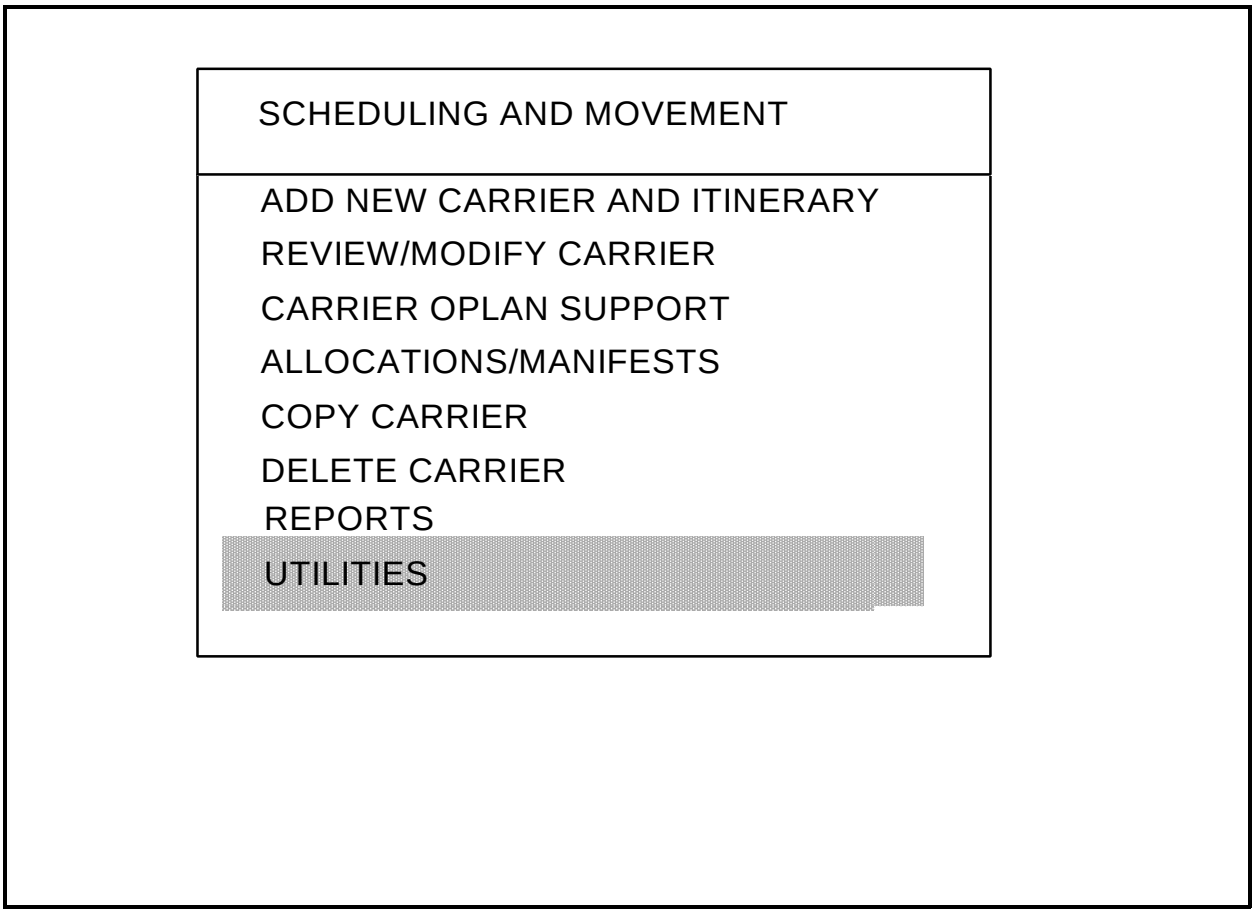

Figure 3-9. Utility Selection

S&M offers three utilities:

The main utility is the capability to establish user default values for a number of categories and data fields, and to designate both location and time formats for your use. These are known as "session defaults". Each user of S&M may establish session defaults, for his or her own use, which

are linked to the USERID. These defaults remain in effect until changed by that user and are recalled by the system each time that user re-enters the system.

The Convert To/From C-day utility offers a date routine to convert relative dates in an OPLAN to calendar dates or calendar dates to the relative date equivalent for a specific OPLAN.

The Review Earliest/Latest Itinerary Dates of OPLAN utility offers a quick reference display that identifies earliest and latest carrier activity for a specific OPLAN.

3.3.2.1 Utilities Menu.

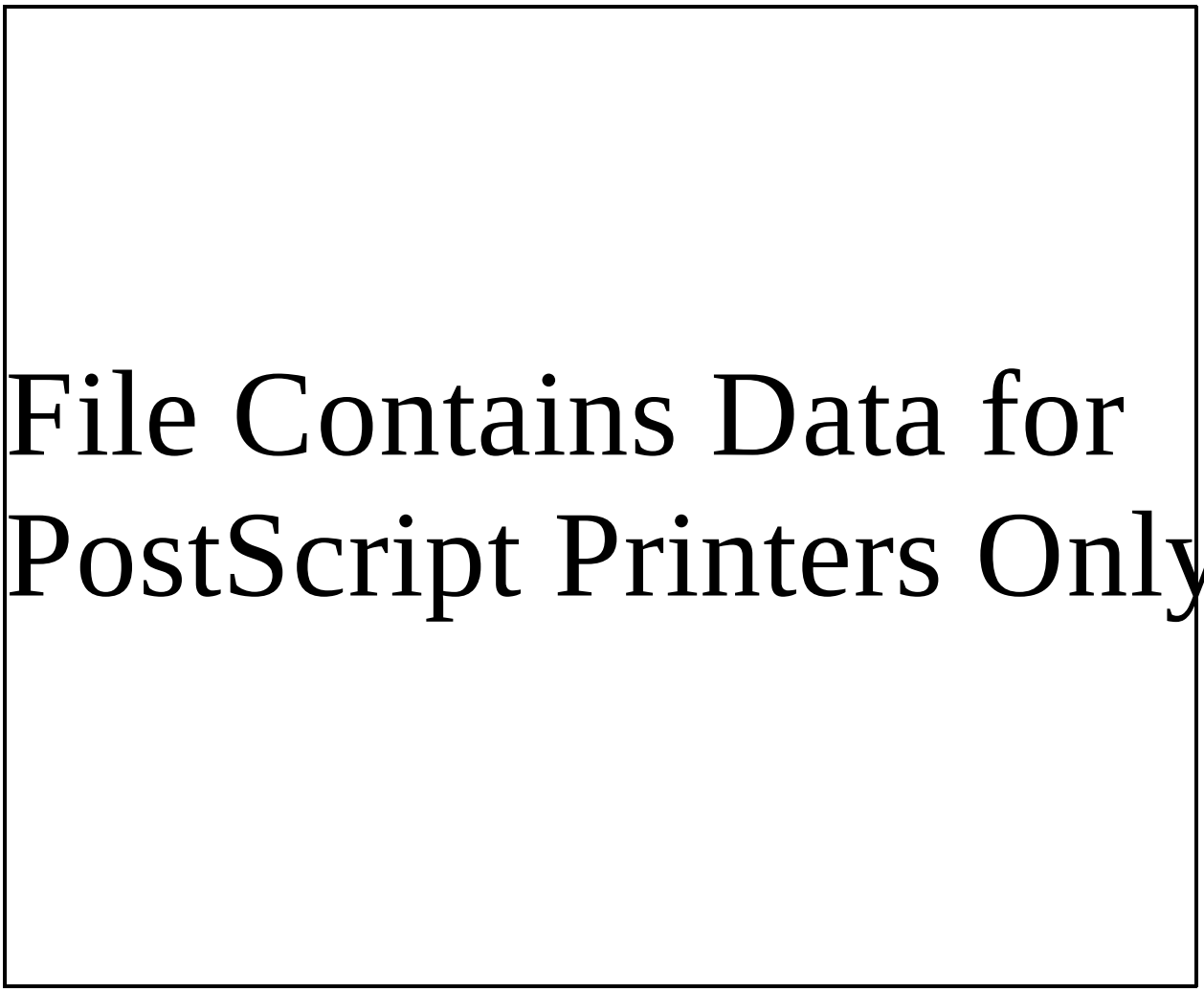

Figure 3-10. Utilities Menu

Choosing a Utility. Select the toggle(s) adjacent to one or more of the utilities. When you transmit the screen, each utility you selected will be presented, in turn, in the order shown on the menu.

3.3.2.2 REVIEW/MODIFY SESSION DEFAULTS Session defaults are a set of user-designated values that will be used whenever that user accesses S&M. They remain valid until changed by the user.

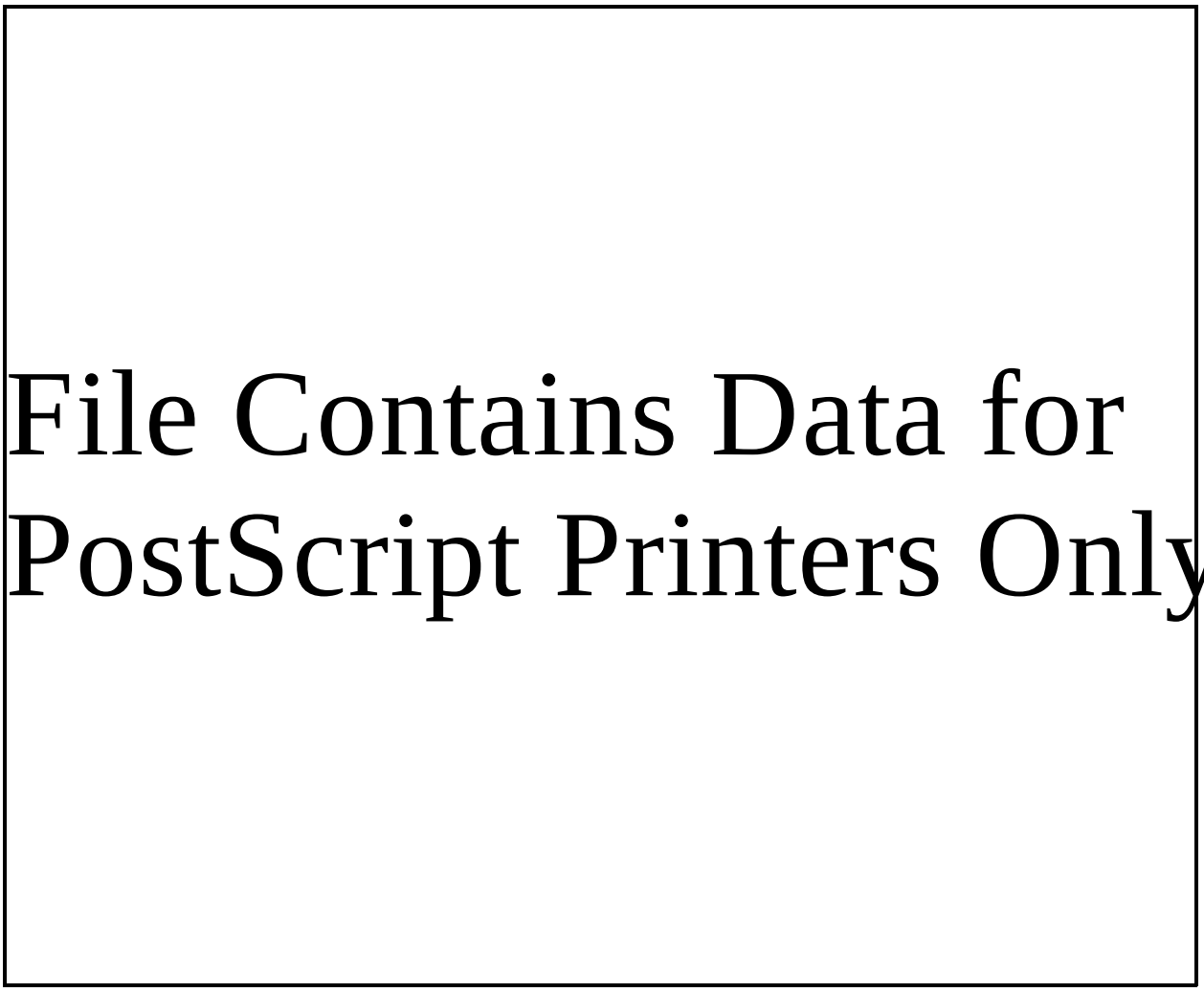

Figure 3-11. Review/Modify Session Defaults

This screen allows a user to review or modify session defaults. The defaults include location code format (GEO, ICAO, MILSTAMP); time format (zulu, relative, Julian); a carrier source, providing organization, and service; and the OPLAN to be used on various screens throughout the system.

The default values are unique to the user's USERID and remain in effect until the user changes them, even if the user logs off the system. The software will take the defaults as the basic entry values on those screens that use that data. For example, if users primarily work with the Air Mobility Command (AMC) missions, they can identify AMC as the carrier source and the system will

automatically enter AMC as the source on appropriate selection screens.

As a rule, a user can replace these default values on the individual selection screens if necessary.

USER SESSION DEFAULT OPTIONS

SPECIFY LOCATION FORMAT: Choose the location format you prefer. Your choice here will be the format that you will use to enter location data or that the system will use whenever location data is displayed. Select the toggle adjacent to your choice.

GEO This is the standard JOPES GEOLOC format using location codes found in the Geographic Location Standard Reference File. This is also the system default if no selection is made. When you first see this screen, the GEO toggle will automatically be selected.

ICAO This is the International Civil Aviation Organization location format used routinely for airports.

MILSTAMP This is the Military Standard Transportation and Movement Procedures location codes generally used by Traffic Management Offices/Installation Transportation Offices in freight shipping activity.

NOTE: The location format in effect is usually displayed on any screen that has a location code field. If you select either the ICAO or the MILSTAMP format and you attempt to display a location that does not have that code available (e.g., a seaport that has no ICAO), the system automatically defaults to the GEOLOC format for all locations on that display.

? HINT: When working in the Review or Modify Carrier functions, you have an option to override your session defaults while you work in that particular function. This is done by reselecting a different format on the display options screen. See Section 3.4.2.2.

SPECIFY DEFAULT. Several default field options are available to you for your session default. When you choose or enter default values, these choices or values will be displayed as initial entries on any subsequent screens that have these fields as an active field for data entry. These will be provided only as a default entry for you and can be overwritten. These are all optional entries.

SOURCE Choose a carrier source. Activate the toggle adjacent to the source you want. Only one can be chosen:

- AMC – Air Mobility Command
- MTMC – Military Traffic Management Command
- MSC – Military Sealift Command
- Organic – If you choose organic, you may then also select an PROVORG and service code.

PROVORG This field will be active only if you select a source of organic. You may limit the carriers to one specific providing organization. Type in the PROVORG code. PROVORG has a field help select list which will display all valid codes.

SERVICE This field will be active only if you select a source of organic. You may limit the carriers to one specific service. Type in the service code. This field has a field help select list that will display all valid codes.

OPLAN Enter an OPLAN. You must have permissions to this OPLAN.

LEG CODE Enter a requirement movement leg code which will be used in allocation and manifesting functions. This field has a field help select list that will display all valid codes.

> **? HINT:** The leg code default is useful if you do work in allocating or manifesting requirements and you generally work on one segment of the routing (e.g. origin to POD, POE to POD, etc). In the allocation and manifesting functions, S&M will retrieve remaining cargo and passenger values based on the leg code being worked.

SPECIFY DATE/TIME FORMAT. Choose a date/time format that you prefer. Toggle the selection of your choosing. You may choose only one.

RELATIVE TO C-DAY. This is the standard C-day, date format (e.g., C001, C020, N001), used in JOPES requirements activities. Since S&M carrier activities are independent of specific OPLANs, you will need to identify a baseline **OPLAN** that will be used to relate other OPLAN C-days. If you choose this format when you work in S&M functions that deal with more than one OPLAN, each OPLAN must have a C-day established.

> **! CAUTION:** Using this format in S&M can be confusing and a user must be aware of which OPLAN is the baseline for the relative dates.

ZULU This is the standard DTG format used in JOPES. The format is DDHHMMZMONYY. For example, 150100ZJUL94 is 1 a.m. (GMT) on 15 July 1994.

4-CHARACTER JULIAN. This is a day of the year format linked with the last digit of the year. The format is YDDDHHMM. For example, 41651000 represents 10:00 a.m. on 15 June 1994 (i.e., the 165th day of 1994).

5-CHARACTER JULIAN. This is a day of the year format linked with the last two digits of the year. The format is YYDDDHHMM. For example, 94165100 represents 10:00 a.m. on June 15, 1994 (i.e., the 165th day of 1994).

NOTE: The date/time format in effect is usually displayed on screens that have a date/time field. The system will default to the zulu format if you do not specify a different default format or if you specify the relative format and a particular OPLAN has no C-day established.

3.3.2.3 CONVERT TO/FROM C-DAY.

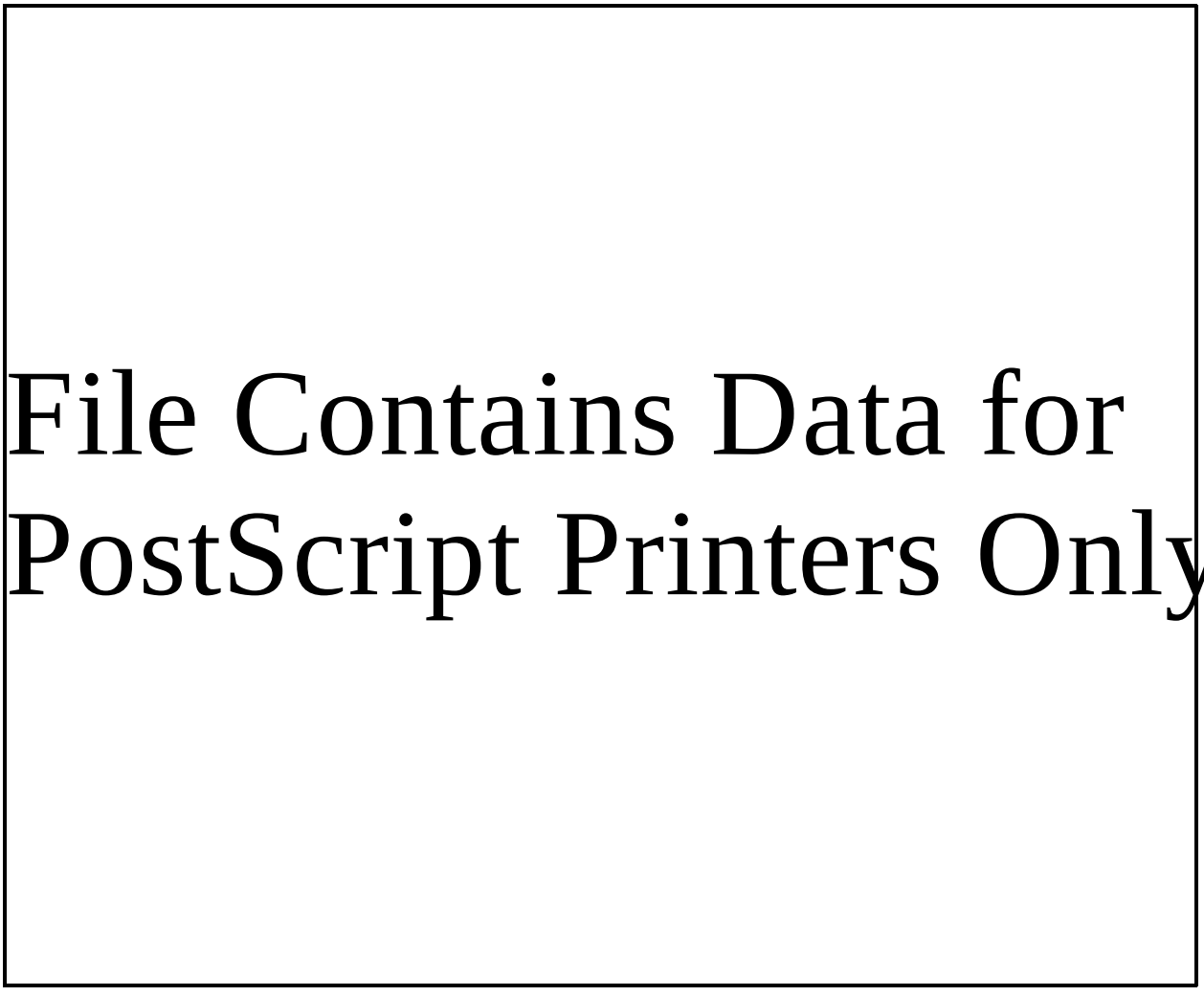

Figure 3-12. Convert To/From C-Date Utility

The Convert To/From C-Day screen allows a user to do two conversions:

(1) Specify a calendar date in DD MMM YY format (e.g, 31 DEC 55) for which the system will calculate and display the corresponding C-day, date in CDDD format.

(2) Specify the C-day in CDDD format for which the system will identify the corresponding calendar date.

In both cases, the calendar day of the week (e.g.,Tuesday) will be displayed for the converted date.

TO CONVERT DATES:

ENTER OPLAN. Enter an OPLAN.

ENTER DATE TO CONVERT: Enter the date that you want to convert and press the ENTER key. Entry may be in either DD MMM YY (e.g., 15 JUL 94) or relative CDDD format (e.g. C001).

The system will calculate the conversion and display the following:

CONVERTED DATE the converted date.
DAY OF WEEK the corresponding calendar weekday for this date.

3.3.2.4 REVIEW EARLIEST/LATEST DATES

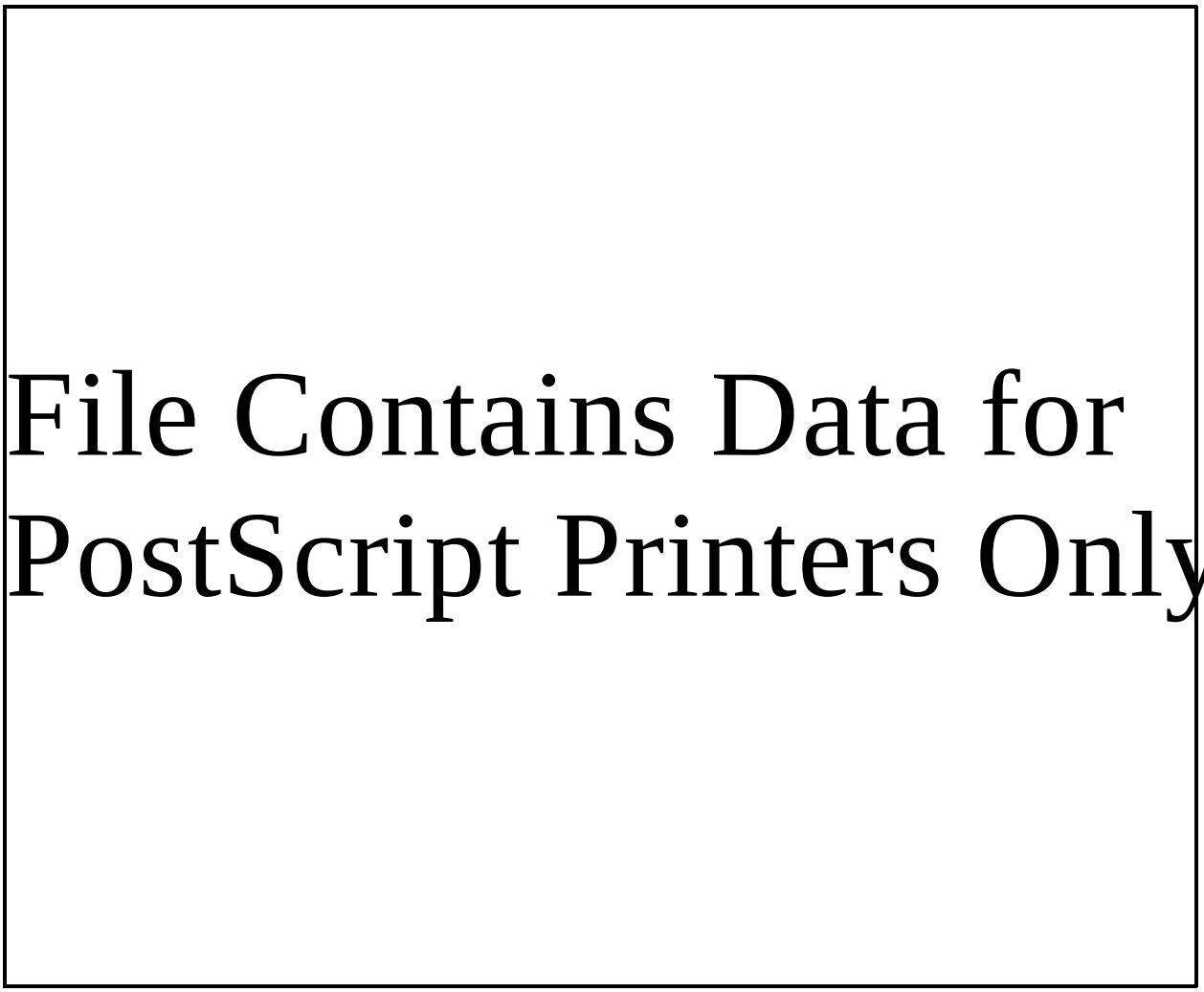

Figure 3-13. Review Earliest/Latest Dates Utility

This screen displays C-day and the earliest and latest carrier activity for an OPLAN that you select. YOU MUST HAVE PERMISSIONS TO THE OPLAN. This display shows both planned (scheduled) and reported (actual) activity by four provider categories of carriers: AMC, MSC, MTMC, and all Others.

The screen provides a modifiable OPLAN field that will list your default OPLAN, if you have one. The OPLAN field is modifiable in that you can enter a different OPLAN. When you select TRANSMIT or press the ENTER key, the software will present a new display with the information for the new OPLAN that you entered.

USER INPUT

OPLAN: Enter the OPLAN for which you want information displayed and transmit. The system will compare all S&M carrier activity and display the information.

Use the function keys, F10 or F11, to leave this utility.

S&M/CS SCREENS		
SCREEN TITLE	**SCREEN NUMBER**	**SUM REF**
Onload/Offload Selection — Land	SM-005-L	3.1.4.5
Onload/Offload Selection — Sea	SM-005-S	3.1.4.5
Copy Carrier	SM-C01-1	3.4.4
Delete Carrier (Selection Screen)	SM-D01-1	3.4.5
Delete Carrier Warning	SM-D01-2	3.4.5.1
Delete Carrier Confirmation	SM-D01-3	3.4.5.1
Utilities (Menu)	SM-U00-1	3.3.2.1
Review/Modify Session Defaults	SM-U01-1	3.3.2.2
Convert To/From C-Day	SM-U02-1	3.3.2.3
Review Earliest/Latest Dates	SM-U03-1	3.3.2.4
Movement Schedule Report	SM-R11 series	3.7.1
Movement Allocation/Manifest Report	SM-R12 series	3.7.2
Channelized Requirements Report	SM-R13 series	3.7.3
Port Movement Workload Report	SM-R15 series	3.7.4
Deployment Summary Report	SM-R17 series	3.7.5
Force Module Summary Report	SM-R18 series	3.7.6
Deployment Status Reports	SM-RD series	3.8
Specify Criteria For Carriers	SM-R00-1	3.4.2.1
Review/Select Carriers	SM-R01-1	3.4.2.1

Table 3-3: S&M/CS Screen Numbering.